



**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
VACANCY ANNOUNCEMENT**

LEGAL ASSISTANT

Position Posting #2006-01

Opening Date: February 27, 2006

Closing Date: Open Until Filled

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Position Location: Washington, District of Columbia

Salary Range: JSP 11 (\$54,272 - \$70,558) Commensurate with qualifications/experience

Position Status: Permanent Full-Time

Area of Consideration: Open to General Public

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POSITION OVERVIEW:

The U.S. District Court for the District of Columbia Office of the Administrative Assistant to the Chief Judge is seeking a qualified Legal Assistant to provide professional administrative and legal support services. The incumbent will report directly to the Administrative Assistant to the Chief Judge and provide administrative and legal assistance to the Administrative Assistant, helping respond to the broad demands of the office. As such, the incumbent interacts regularly with judges and their support staff, other court unit offices and their staff, members of the bar, members of the media and the general public. Professionalism, diplomacy and discretion in handling matters of sensitivity and confidentiality are essential for this position.

MAJOR DUTIES:

Administrative Support:

- Provide general administrative support to the Administrative Assistant to the Chief Judge to include administering and reconciling office's billing and payment matters.
- Maintain the confidentiality of all sensitive matters and interact tactfully with a wide variety of individuals.
- Assist with the preparation and editing of reports, executive correspondence, speeches, press releases and other materials, ensuring procedural and grammatical accuracy and adherence to deadlines.
- Represent the office to visiting groups, at meetings, special events and the like.

Legal Support:

- Provide administrative and legal support for the Court's Committee on Grievances and Disciplinary Panel.
- As secretary to the Committee on Grievances, maintain official minutes of committee meetings and carry out general clerical and administrative duties in support of the Committee's work.
- Conduct legal research and analysis using legal resources; address and answer specific legal questions and assist in resolving routine legal, disciplinary and other matters.

Logistical Support:

- Coordinate all the office's general clerical and administrative activities.
- Assist with coordination of special sessions of the court, such as investitures, portrait ceremonies, memorial services and other high-profile events.
- Coordinate the use of courtrooms, conference rooms and dining rooms for use by judges, court staff and outside groups.

PREFERRED EXPERIENCE:

Thorough knowledge of courts and the law; excellent oral and written communication skills with the ability to

communicate effectively with judges and their support staff, other court unit offices and their staff, members of the bar, members of the media and the general public; a solid ability to analyze and research routine legislative matters; broad understanding of legal and administrative support service functions and processes; highly proficient working knowledge of the software packages WordPerfect, Lotus Notes, MS Word, Excel and PowerPoint.

REQUIRED QUALIFICATIONS:

Must have a BA/BS degree with at least 1 year of law school or the equivalent. At least one 1 year experience performing legal research, writing and editing of legal documentation. Must have a minimum 2 - 4 years of administrative and clerical experience to include knowledge of and skills with personal computers, software applications and general office and court procedures.

BENEFITS:

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement

APPLICATION PROCESS

Applicants must be U.S. citizens or eligible to work in the United States. The appointment is contingent upon the satisfactory completion of a background investigation. All positions at the United States District Court for the District of Columbia are excepted appointments and are "at will." The Court requires employees to adhere to a Code of Ethics and Conduct. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Reimbursement is not available for interview or relocation expenses. The Court reserves the right to modify the conditions of this announcement without prior notice. Only applicants selected for an interview will be notified.

Applicants must submit a cover letter, a resume which includes education, salary history, and work history and an AO 78, Application for Judicial Branch Federal Employment (www.uscourts.gov). Consideration will be only be given to complete application packets. Incomplete application packets will not be considered. The application package may be submitted via mail, e-mail or fax to:

U.S. DISTRICT COURT FOR THE DISTRICT OF COLUMBIA
ATT: OFFICE OF HUMAN RESOURCES
333 CONSTITUTION AVENUE
WASHINGTON, DC 20001
Fax: (202) 354 - 3528
EMAIL: DCD_HumanResources@dcd.uscourts.gov

For additional inquiries related to this announcement, please contact Walidah Haynes, Human Resources Specialist, at (202) 354-3201.

The United States District Court for the District of Columbia
is an Equal Opportunity Employer